

**AGREED-UPON PROCEDURES REPORT  
STARC of Louisiana, Inc**

**Independent Accountant's Report  
On Applying Agreed-Upon Procedures**

**For the Period of July 1, 2014 - March 1, 2015**

To the Management of STARC of Louisiana, Inc.:

We have performed the procedures enumerated below as they are a required part of the engagement. We are required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted.

Management of STARC of Louisiana, Inc. (STARC) is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by management of STARC and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about STARC's compliance with certain laws and regulations during the period of July 1, 2014 thru March 1, 2015, in accordance with Act 774 of 2014 Regular Legislative Session.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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Our procedures and findings are as follows:

1. Obtain from management a listing of all active credit cards and Fuelman cards for the period of July 1, 2014 thru March 1, 2015, including the card numbers and the names of the persons who maintained possession of the cards.

Findings: None.

2. Obtain and review the entity's written policies and procedures for credit cards and determine if the following is addressed:
  - How cards are to be controlled
    - Procedures for lost cards
    - Procedures for removal of signatory authorization upon employment termination
  - Allowable business uses
  - Documentation requirements
    - Procedures for lost receipts
  - Required approvers
  - Monitoring card usage
  - What approval required to open a credit card account

Findings: No exceptions were found as a result of applying this procedure.

3. Obtain the monthly statements for all credit cards, stores, and gasoline used during the period of July 1, 2014 thru March 1, 2015 and select for detailed review the two largest (dollar amount) statements for each card.
  - A. Obtain the entity's supporting documentation for the purchases/charges shown on the selected monthly statements:
    - Determine if each purchase is supported by:
      - An original itemized receipt (i.e., identifies precisely what was purchased)
      - Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating)
      - Other documentation as may be required by policy (e.g., purchase order, authorization, etc.)
  - B. Determine if credit card statement was approved prior to payment of the bill, with any discrepancies being investigated.
  - C. Determine if finance charges and/or late fees were assessed on the monthly statements.

Findings: Of the 443 transactions tested, 6 did not have supporting documentation in the form of the original receipt. For each transaction missing a receipt, we noted that STARC maintained handwritten documentation of the purchase, including vendor, amount, purpose, etc. and that documentation was signed by the appropriate supervisor as approval.

The credit card policy for STARC credit card users requires the use of purchase orders to document purchases unless prior written approval has been given by the employee's supervisor. Of the 443 transactions tested, 14 transactions did not have a purchase order or any form of written pre-approval of the purchase. Each of the purchases was approved by the employee's immediate supervisor after the purchase and STARC maintained appropriate support and documentation of approval of the purchase.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of STARC of Louisiana, Inc. and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "LaPorte".

A Professional Accounting Corporation

Metairie, LA  
June 30, 2015



**S**ervices... **T**raining... **A**dvocacy... **R**esources... **C**ommunity Connections

June 30, 2015

LaPorte, APAC  
111 Veterans Memorial Blvd, Suite 600  
Metairie, LA 70005

Dear Ladies and Gentlemen;

The following is submitted in response to the findings identified during agreed-upon procedures performed in accordance with Act 774 of 2014 Regular Legislative Session as detailed in your report dated June 30, 2015.

Implementing appropriate policies and procedures over credit card purchases is very important to STARC in order to protect the resources we manage for the benefit of the special citizens we are privileged to serve.

STARC will continue to implement and monitor controls over purchases made with credit cards and make every effort to obtain purchase orders when required in accordance with policies and procedures, and we will also continue to emphasize the importance of obtaining and turning in all receipts and/or other appropriate documentation for credit card purchases.

If you have any questions or need additional information, please contact me by email at [dbaham@starcla.org](mailto:dbaham@starcla.org) or by phone at (985) 641-0197, extension 110. Thank you.  
God bless you.

Joyfully serving,

Dianne Baham  
Executive Director

A United Way Partner Agency



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